



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Staff Counsel/Staff Counsel III (Specialist)
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$4682 - \$7828 Staff Counsel
	\$7682 - \$9478 Staff Counsel III (Specialist)

(This is for 2 positions)

DESCRIPTION OF DUTIES:

Under general direction of the General Counsel, this position provides legal and policy advice regarding all aspects of the State Treasurer's Office and its Financing Authorities; functions as the legal advisor to the Executive Directors of the Financing Authorities and to staff on the most complex legal issues regarding the duties, functions and responsibilities of the financing Authorities as conduit bond issuers. (Duties will be downgraded as needed if filled at the Staff Counsel level.)

This is an exciting opportunity to work for a constitutional officer in a fast paced work environment. The Staff Counsel III position is housed in the Treasurer's Executive Office.

Description of Essential Functions

- Provides legal advice to the State Treasurer and Division Directors to resolve the most complex legal issues relating to the State Treasurer's responsibilities as agent for sale on all state bonds and as trustee, registrar and paying agent on general obligation and revenue bonds.
- Researches state and federal law and industry rules and regulations including those of the Securities and Exchange Commission and the Municipal Securities Rule-Making Board.
- Researches related bond resolutions and indentures; consults with bond counsel and Attorney General.
- Provides legal advice to the Financing Authorities to resolve the most complex legal issues relating to the Authorities' responsibilities as issuers of tax exempt and taxable debt for hospitals, colleges and businesses.
- Reviews and interprets contracts, agreements and other legal documents; drafts contracts to secure services of bond financing professionals; drafts complex financing documents for bond transactions and loan programs.
- Advises the Authorities in the interpretation of the Constitution, federal and state laws including the Public Records Act, the Open Meeting Act and Conflict of Interest laws; ensures proper administration of the Fair Political Practices Commission's filing requirements; interprets federal laws and considers court decisions as they affect the responsibilities of the Authorities.
- Analyzes the most complex and difficult legal principles and precedents in preparing legal opinions.
- Coordinates with the Attorney General and private legal counsel to develop and prepare legal strategy and documents in cases involving breach of contract, bankruptcy and criminal fraud; assists in the preparation of court documents in litigated cases.
- Drafts and analyzes proposed legislation affecting the Authorities.
- Participates in the Authorities' meetings, advising Executive Directors, staff and committee members on matters pending before the Authorities.
- Provides legal advice to the Personnel Office regarding fingerprinting and background checks, AWOLS, and other disciplinary actions.

DESIRABLE QUALIFICATIONS:

- Ability to resolve the most complicated legal issues and difficult questions.
- Demonstrated ability to apply expertise in the most complex areas of contract, tax, real property, trusts, securities and commercial law.
- Ability to use tact and discretion.
- Knowledge of government and administrative law.
- Strong research and writing skills.
- Strong oral skills.
- Ability to establish and maintain cooperative relationships.
- Ability to recognize and handle issues of political sensitivity.
- Ability to work independently and under pressure.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

Must have active membership in the State Bar of California.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Counsel or Staff Counsel III (Specialist).

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number 101-001 next to the classification on your application/resume, i.e., Staff Counsel III (820-101-001).

FINAL FILING DATE:

Applications will be accepted **until September 29, 2006. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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09/14/06